



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT – STATE PROGRAMS
SELF-MONITORING REPORT – CONSOLIDATED STATE PROGRAMS

School District Name:

County-District Code:

District State Programs Contact:

Form Due Date:

SEPTEMBER 15

Directions

1. Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the district.

CODE KEY

DC = District Compliant: An internal review indicates compliance. When using this code, the district must have the documentation readily available for review by state grants supervisor, if requested.

DR = District Resolving: An internal review indicates a compliance discrepancy. When using this code, use the comment section to explain how the district intends to resolve the discrepancy and its intended time frame for completion.

DA = District Assistance: The district requests assistance. A supervisor from state programs will contact the district to arrange for assistance.

NA = Not Applicable to this district.

2. Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the district for possible review. Do not send copies of evidence sources to State Programs.
3. MAIL: the completed form by the due date above to: Instructional Technology, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480
4. QUESTIONS: Contact: Instructional Technology (573) 751-8247

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

1. Receive and expend state or federal funds in a manner consistent with the intent of the approved application.
2. Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
3. Adhere to the requirements of the applicable federal statutes and regulations, the state rules governing the programs, and all other applicable statutes, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1972; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Gun-Free Schools Certification.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the district. The district will refund directly to the Department of Elementary and Secondary Education the amount of any funds made available to the applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

Authorized Representative

Date

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable****General Provisions****____ 1. Obligation of Funds:**

The district provides documentation that funds are obligated (purchase orders made or services contracted) only between the time of project approval and the end of the grant period.

Application approval date for 2007 - 2008 school year. Please write in date(s) below.

_____ Safe Schools Grant Program

_____ eMINTS/METS Classrooms Grant Program

____ 2. Accounting Requirements:

a. _____ Obligations and expenditures of state/federal funds are recorded separately by program.

____ 3. Documentation Related to Payment of District Staff:

a. _____ There is documentation of time for staff when required.

Evidence Sources:

- ☐ time and effort logs
- ☐ work schedules
- ☐ core data program
- ☐ caseloads (student served)

b. _____ For stipends and out-of-contract time paid, the district maintains supporting records.

Evidence Sources:

- ☐ workshop sign-in sheets
- ☐ time and effort logs

____ 4. Inventory:

a. _____ A centralized inventory control system including all required components accounts for all items with an acquisition cost of \$1,000 or more per unit that were purchased with state dollars.

b. _____ Capital outlay purchases are consistent with the application.

____ 5. Annual Evaluation Process:

a. _____ The district conducts an annual evaluation of the state funded activities.

Evidence Sources:

- ☐ appropriate representation on evaluation committees
- ☐ agenda
- ☐ sign-in sheet from attendees
- ☐ review of student achievement data
- ☐ review of program strengths and weaknesses
- ☐ documentation of recommendations and revisions
- ☐ objectives of grant reported to state
- ☐ presented to board of education for review

____ 6. Eligibility:

Services are provided for the students outline in the grant proposal.

a. _____ Master lists of eligible students are available that indicate students selected to participate and the criteria used for selection.

Comments for items indicated DR – Please include plan and time frame for resolution